



CITY OF NEWPORT NEWS

PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 3/01/90

SECTION 501	SUBJECT EMPLOYMENT STANDARDS
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The City has established the following general employment standards and expectations applicable to all employees to promote effectiveness and efficiency in the conduct of City business.

A. Knowledge, Skills and Abilities Required by the Job

The City requires employees to develop and to consistently demonstrate knowledge, skills, and abilities required to be fully proficient in the job.

Employees are expected to make continued and substantial progress toward meeting and to meet these full performance knowledge, skills, and abilities within two to four years of placement in the position, depending upon the job.

Employees who are underfilling higher level positions in a recognized training capacity are required to make continued and substantial progress toward the meeting and to meet the entry standards for the higher level positions within the time frame specified by the job description. If no time frame is specified, employees are required to meet the entry standards for the position underfilled within two to four years unless otherwise authorized by the department head and the Director of Personnel.

B. Work Performance

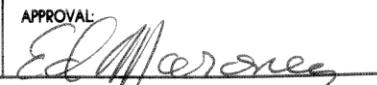
The City requires employees to perform their work and to carry out their responsibilities in a conscientious manner. Employees are required to follow established procedures and instructions to produce work of acceptable quantity and quality, to exercise appropriate judgment in the discharge of their duties, and to otherwise meet and maintain performance standards for the job held.

C. Conduct

Employees are expected to comply with the City's and the department's Standards of Conduct.

D. Objectives

In addition to standards for knowledge, skills, abilities and work performance, employees may be assigned specific objectives. Employees are required to satisfactorily meet any assigned objectives.

AMENDS/SUPERSEDES New	REFERENCES	APPROVAL: 
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E. Work Habits and Job Commitment

The City requires employees to develop positive and productive work habits, including working relationships, initiative and commitment to the job and the City.

F. Attendance

The city requires employees to be available to work and in attendance except for approved vacation, holiday, personal and sick leave.

G. Job Qualifications

The City requires employees to have and to maintain all qualifications, licenses including operator's licenses, certifications, and other requirements for the position held.

H. Physical Requirements

Employees are required to meet and maintain all medical and physical standards necessary for performance of the duties and responsibilities of the position held as determined by the City Physician.

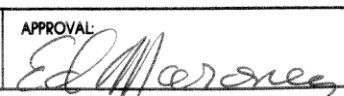
I. Departmental Requirements and Standards

In addition to these standards, individual departments may establish specific requirements and standards necessary for the operation of that department. Employees are required to meet and maintain these standards.

Failure to meet and maintain these standards will result in appropriate personnel action, including termination or disciplinary action. Reference Section 903, Performance Counseling, Probation, Demotion and Termination, Section 1001, Standards of Conduct, Section 1003, Disciplinary Procedures, and Section 502, Termination, for further information.

Nothing in this policy manual shall preclude the termination, demotion or transfer of any employee as a result of reorganization, restructuring, reduction-in-force, reductions-in-funding, abolition or elimination of jobs or programs, changes in job requirements, changes in work, methods or any other activity relating to the management of the City of Newport News. The City of Newport News is an at-will employer. Nothing in this policy manual constitutes an employment contract.

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AMENDS/SUPERSEDES New	REFERENCES	APPROVAL: 
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